APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Name Last:       First:       Middle:

Address:

City:       Postal Code:

Telephone – Home:       Cell:

Email:

HCA applies for student wage subsidy programs which generally requires participants be between the ages of 15 and 24 and retuning to school in September.

Are you between the age of 15 and 24? Yes [ ]  No [ ]

Returning to school in Sept? Yes [ ]  No [ ]

JOB SPECIFIC

Park Location:  Position applying for:

Have you ever been employed by HCA? Yes [ ]  No [ ]

If Yes, in which Position / Park?

Available to start?

Please indicate if you are able to work weekends, evenings, and holidays as required: Yes [ ]  No [ ]

Are you applying for Full-time or Part-time Summer employment? Full-time [ ]  Part-time [ ]

Do you have a valid driver’s license? Yes [ ]  No [ ]  ; If yes, what Class?

***NOTE THAT MOST OF OUR PARKS AND CONSERVATION AREAS ARE NOT ACCESSIBLE BY BUS OR HAVE LIMITED BUS SERVICE. YOU MUST HAVE YOUR OWN RELIABLE TRANSPORTATION***

EDUCATION

|  |
| --- |
| **Course and Level Completed** |
| Secondary: |  |
| Technical or Trade: |  |
| College or University: |  |
| Other: |  |

SKILLS

**Describe any other skills, experience, or training that relates to the position being applied for:**

|  |
| --- |
|  |

**Any supervisory experience? Yes** **[ ]  No** **[ ] ; If yes, give details:**

|  |
| --- |
|  |

**Describe any hobbies and interests (civic, athletic, etc.):**

|  |
| --- |
|  |

EMPLOYMENT HISTORY

|  |  |
| --- | --- |
| **1. Employer:** | **From:** **To:**  |
|  **Address**:  |
|  **Position**:  |
|  **Supervisor**:  |
|  **Reason for leaving**:  |
|  **Duties/Responsibilities**:  |

|  |  |
| --- | --- |
| **2. Employer:** | **From:       To:** |
|  **Address**:  |
|  **Position**:  |
|  **Supervisor**:  |
|  **Reason for leaving**:  |
|  **Duties/Responsibilities**:  |

|  |  |
| --- | --- |
| **3. Employer:** | **From:       To**: |
|  **Address**:  |
|  **Position**:  |
|  **Supervisor**:  |
|  **Reason for leaving**:  |
|  **Duties/Responsibilities**:  |

**Please give both work and character performance references, with preference for former employers.**

REFERENCES

|  |
| --- |
| **1. Name:**  |
|  **Telephone:**  | **Email:**  |
|  **Occupation:**  |
|  **Relationship:**  |

|  |
| --- |
| **2. Name:**  |
|  **Telephone:**  | **Email:**  |
|  **Occupation:**  |
|  **Relationship:**  |

|  |
| --- |
| **3. Name:**  |
|  **Telephone:**  | **Email:**  |
|  **Occupation:**  |
|  **Relationship:**  |

If available please, attach to this application a personal resume with additional information on job experience and other pertinent details.

I certify that the information on this application is correct and I understand that any misrepresentation or omission of any information will result in my disqualification from considerations for employment or if employed my dismissal for just cause. Hamilton Conservation Authority may verify the information set forth on this application and obtain additional background information relating to my background.

Personal information contained on this form is collected pursuant to the Freedom of Information and Protection of Privacy Act/ Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of assessing your suitability for employment. Questions about this collection should be directed to Lisa Burnside, HR Manager in charge of Information. 905-525-2181 extension 126, fax 905-648-4622.

**I certify that I am legally entitled to work in Canada**: Yes [ ]  No [ ]

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |